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WINDOWS

Windows is an Operating System (OS) that sits on top of DOS, another OS. With DOS, you need to type in commands such as; A:\run, while with Windows, you simple point and click. Windows allows you to open multiple view screens, and have multiple programs running at the same time, where you cannot do this with DOS.

SET UP YOUR DESKTOP:

Right Click on your desktop

Choose PROPERTIES

Go through the tabs, making changes, until you are satisfied.

Click APPLY

Be sure to set your Colors to 24 bit true color, or High Color, depending on your video card and choices, so you can see color well, and can manipulate images.

Your Screen Resolution should be set no lower than 800 x 600, and optimally, it could be set to 1240 x 800.

Determine how you are going to work. Are there files and documents you need often? Quickly? For Convenience?

ADD FILE FOLDERS TO YOUR DESKTOP:

Right Click on your desktop.

Choose NEW

Choose File Folder

Give the File Folder a name by typing over the blue highlighted New Folder wording.

Click outside the box, and you have your new folder.

Inside this folder, you can add other folders by double clicking on the folder, then choosing FILE, NEW, FOLDER and repeating the naming process above. You can do this as many times as you would like.

Determine how you want to be organized, and organize yourself! You'll save time & effort, and add a whole lot less frustration to your work.

ADDING A SHORTCUT TO YOUR DESKTOP:

There are 3 ways to do this in Windows:

- 1) Click on your START Button, find the program you want to add to your desktop, click once on that program and hold down your mouse key and drag it to your desktop.
- 2) Right Click on the Program you want to add to your desk top. On the menu that appears, Choose SEND, then AS SHORTCUT TO DESKTOP
- 3) Use Windows Explorer to create a shortcut. Open Windows Explorer, then open the file where the program lives. Look for the program's .exe file (EX: word.exe) Right Click on the .exe file and choose CREATE SHORTCUT. The shortcut is highlighted at the very bottom of the list of files within that file you are browsing.. Just left click on it, hold your mouse key down, and drag it to your desk top.

Managing your files and desktop within Windows can be the first step to user productivity. Organizing your working space on your computer is like organizing your real desk and files. Put things within easy and fast reach. Use your desk top to its capacity.

EX: If there is a website or websites you frequent often and need to access quickly, when you on the page you need to access, click on the URL (address that starts with http:// and drag it to your desktop. Then, you can access that page right from your desktop quickly and conveniently.

Add a handy Events and To Do List to your desktop. A very nice little FREE program can be found at www.rainlender.net – this sits right on your desktop and you can add appointments and reminders and to do's right there on the fly.

At www.mycorkboard.com you can find a great little FREE program that acts like a corkboard where you can post To Do Lists, Reminders, sticky notes, etc, and you can even send notes to others if using a Network.

At the Interim LLC website, you can find many free programs that inspire productivity and make your day to day work load easier and faster. Find these items at www.interimllc.com .

SETTING UP YOUR FILE SYSTEM

Treat your File system on your computer like you would your file system at work. Organize those files within Windows Explorer. You can place Files inside of files, and so on. Just don't let them pile up in one folder where eventually it will take a long time for you to scan the lists and choose the document you want.

EX: You might create an upper level folder in MY DOCUMENTS that is Named; CUSTOMERS. Beneath Customers you might have:

- + ABC Supply then beneath ABC Supply you might have;
- + Contracts

- + Letters
- + Invoices
 - + January
 - + Feb
 - + March
 - + April
- + Website

And so on. Keep it organized right from the beginning; you'll be glad you did later on!

While working within Windows, you can open several programs all at the same time. I see a lot of people wasting time and effort by using the MINIMIZE bar; that little __ underscore at the very top right of the window to exchange programs, or they leave the program to open another program, and this all eats up time.

You don't have to do this. Just simply click on the program in your Task Bar at the bottom of your screen and the program you were working on will minimize itself, and pop open the new program you selected. No need for all that extra hand movement.

I do, however, recommend that you save what you are working on before you pop open the next window so that if anything hangs up and you need to reboot, you will not have lost your work.

RESOURCES:

Interim LLC runs a Live Help Desk at www.InterimLLC.com if you need assistance. We also offer a Bulletin Board where questions can be posted and replies offered. Many tips and tricks will be added to this BB as time goes on. Take advantage of the free education. It will only make your job easier.

The Interim LLC website also offers many money saving items for businesses in office supplies, Discounts on QuickBooks orders, Business Cards, Post Cards, Flyers, Brochures, Flash Memory, DVD's and CD-Rom blank media and so much more. The website is a B2B Portal that will be updated constantly and its focus is to make your life easier.

We offer QuickBooks support, with a Certified QuickBooks Professional Advisor on staff. If you are having problems with QuickBooks, or need more Education in its use, contact us and we'll be happy to assist you. We offer Payroll services and Quarterly Reporting and Tax Filing services.

We offer Complete Web Business Services such as Hosting, Design, Implementation, Marketing, Search Engine Submits, Management, Programming, E-Commerce, 2500 Email addresses, Chat Rooms, and Live Help Desks with Hosting, and more. If your website is not performing, we can make it sing and pay off!

We Offer UV Coated, First Class Custom Designed Business Cards.

Business Cards		250	500	1,000	2,500	5,000	10,000
2"x3.5"	Color front, No Back	\$20.00	\$22.00	\$40.00	\$69.00	\$99.00	\$220.00
2"x3.5"	Color front, B/W back	\$24.00	\$28.99	\$50.00	\$78.00	\$120.00	\$260.00
2"x3.5"	Full color both sides	\$28.95	\$32.00	\$75.00	\$99.00	\$160.00	\$290.00

Post Cards:

14 Point Glossy Card Stock + UV Coating on Color Sides								
Post Card		1,000	2,500	5,000	10,000	15,000	20,000	
4"x6"	Color Front No Back	\$49.95	\$99.95	\$139.00	\$239.00	\$338.95	\$438.95	
4"x6"	Color Front B/W Back	\$74.99	\$146.95	\$168.95	\$289.95	\$409.95	\$499.95	
4"x6"	Full color both sides	\$84.99	\$149.95	\$199.95	\$319.99	\$439.99	\$579.99	
4.25"x6"	Color Front B/W Back	\$125.00	\$205.00	\$278.00	\$488.00	\$638.00	\$788.00	
4.25"x6"	Full color both sides	\$145.00	\$209.00	\$279.00	\$489.00	\$639.00	\$789.00	
4.25"x5.5"	Color Front B/W Back	\$129.00	\$205.00	\$278.00	\$488.00	\$638.00	\$788.00	
4.25"x5.5"	Full color both sides	\$147.00	\$209.00	\$279.00	\$489.00	\$639.00	\$789.00	
5"x7"	Color Front B/W Back	\$219.95	\$309.00	\$488.00	\$835.00	\$1,135.00	\$1,435.00	
5"x7"	Full color both sides	\$259.95	\$405.00	\$489.00	\$905.00	\$1,305.00	\$1,535.00	

And more!